

**Workstation Migration Countdown  
Set Guide  
For Windows NT 4.0 Users**

Update

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## Revision History

This table is to be used only to record revisions to a final document or to an update of a document held in the ISF Operations Library. For each revision, the date, author, document revision (same as version number on the cover), change or changes, and affected pages should be noted on the chart. For further explanation or instructions, please contact NMCI Field Standardization.

Date	Author	Revision	Change	Affected Pages

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# 1. INTRODUCTION

The *Workstation Migration Countdown Set Guide for Windows NT Users* is the second of three types of guides needed during the **workstation migration** process. The *Ready Guide* is the first in the series, and the *Go Guide* is the third. All the guides are available for download through the Navy Marine Corps Intranet (NMCI) Transition web site (<http://www.eds.com/nmci/transition.htm>).

On this web page, click the heading **Workstation Migration—Ready, Set, Go!** The page that appears contains links to all *Workstation Migration Countdown Guides* and other migration information.

This guide describes how to perform the tasks that must be completed before existing workstations can be removed from work areas. These instructions include details on how to create a migration folder, and how to find and place the files to be moved to the NMCI workstation into the folder.

This guide also provides updated information on NMCI training and contact numbers for the NMCI Information Strike Force (ISF) Help Desk, available after NMCI workstation installation.

A Readiness Label has been included in this guide. On the evening before migration day, the user will fill out and sign the label, and tape it to the current workstation where the desktop installer can easily see it. The label indicates that an existing workstation is ready to be replaced with an NMCI workstation.

## 1.1 TERMINOLOGY

Throughout this guide the term workstation refers to both laptops and desktop computers. The term **user ID** and user name refer to the name the user enters to log onto the site network. For example, if jsmith is entered as a user name to log onto the network, jsmith is the user ID. The glossary in Appendix A defines technical terms used in this guide. Terms in the glossary appear in bold font at the first occurrence in the text.

## 1.2 AUDIENCE

This guide was written for users whose existing workstations are running the Windows NT 4.0 **operating system** (OS) with Service Pack 3 or higher.

## 2. SOFTWARE/HARDWARE TRAINING UPDATE

The ISF Training team will provide an NMCI e-Learning system describing how to use the software installed on the NMCI workstation. The training, available on the NMCI portal, is presented through an application called the Learning Management System.

After accessing the NMCI e-Learning system and choosing a course for a specific software program, the user should begin with a precourse skill assessment. This assessment enables users to identify individual skill levels for each program studied. Results from the assessment will help users decide whether to take all the lessons in a course or only those that contain information unfamiliar to the user. As the course or specific lessons proceed, the user can use the assessment to monitor training progress.

The curriculum available through the NMCI e-Learning system includes the following:

- *NMCI Tour*—An introduction to the NMCI and the resources available.
- *End-User Operating Systems and Tools Basic Computing Skills*—Four courses that teach basic computer skills:
  - Basic IT Concepts I
  - Basic IT Concepts II
  - Using the Computer
  - Information and Communication
- *End-User Operating Systems and Tools Microsoft Windows 2000 Professional*—Two courses providing instruction on the Windows 2000 OS.
  - *Microsoft Getting Started* explains basic Microsoft commands.
  - *Up and Running* teaches users how to install printers, use folders, browse the Internet, and send and receive electronic mail (email).
- *Microsoft® Office 2000*—This software suite includes the following courses:
  - *Microsoft New Features for Users* and *Microsoft New Features for Power Users*—Two courses on the new features available in Word, Excel, Access, PowerPoint, and Outlook.
  - *Microsoft Word 2000*—A course on how to create letters, reports, fax covers, and other documents using Word.
  - *Excel 2000*—A course on how to create spreadsheets and worksheets, edit and enter data into cells, use formulas, and perform other spreadsheet functions using Excel.
  - *Microsoft Access 2000*—A course on how to create databases, tables, and reports, and how to manage data and use the database functions performed in Access.
  - *Microsoft PowerPoint 2000*—A course on how to create and modify slide presentations.
  - *Microsoft Office Outlook*—A course on how to send and receive email, create an email address book and add/delete contacts, and manage public/private folders.

- *Microsoft Office Front Page*—A course on how to create and manage a web site, and how to add hyperlinks, images, and elements.
- *Microsoft Office Project*—A course on how to create, track, and analyze a project.
- *Web End-User*—Two sets of courses that include the following topics:
  - *Microsoft Internet Explorer 5.0*—This topic includes three courses on basic navigation and web-browsing techniques and instruction on how to use digital signatures, email, and news features.
  - *Netscape Communicator 4.0*—This topic includes three courses on basic Navigator 4.0 functions, including browser installation and configuration instructions and how to access information and customize Netscape Navigator 4.0.

The *Workstation Migration Countdown Go Guide* includes an NMCI Web-Site Portal section that provides instructions and screen images on how to access the NMCI training system after receiving the NMCI workstation.

### **3. PREPARING THE WORKSTATION FOR MIGRATION**

Before NMCI desktop installers can remove existing workstations, a few things must be done to ensure the files the user has created are moved to the NMCI workstation. The user must create a migration folder and place the user-created files into that folder prior to migration day. The user will have 3 calendar weeks from the receipt of this guide to perform these tasks.

#### **3.1 DATA FILES AND THE MIGRATION FOLDER**


Files users have created using various software programs (e.g., Microsoft Office, Adobe Illustrator, Excel, Paradox, etc.) must be placed in a migration folder on the hard drive so they can be moved to the NMCI workstation.

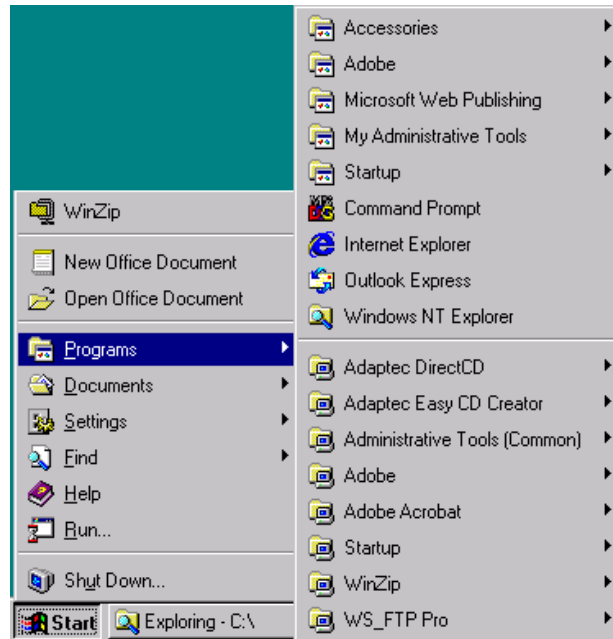
The following section describes how to create a migration folder on the hard drive named MIGDATA, and a subfolder named with the user's current user ID. User ID is a generic term for the user name currently entered to log onto the site network. For example, if jsmith is the user name the user enters to log onto the network, jsmith is the user ID to name the subfolder.

After creating the folder, the user then copies the files to be moved into the migration folder on the NMCI workstation. If the user updates any files after moving them to the migration folder, the user must use the **Save As** menu option, available in the application being used, to ensure that updates are saved to the migration folder as well. In most applications, the **Save As** feature is available from the File menu. If not, the user can refer to the Help screen or software documentation for instructions on how to access the **Save As** feature.

## 3.2 CREATING THE MIGRATION FOLDER

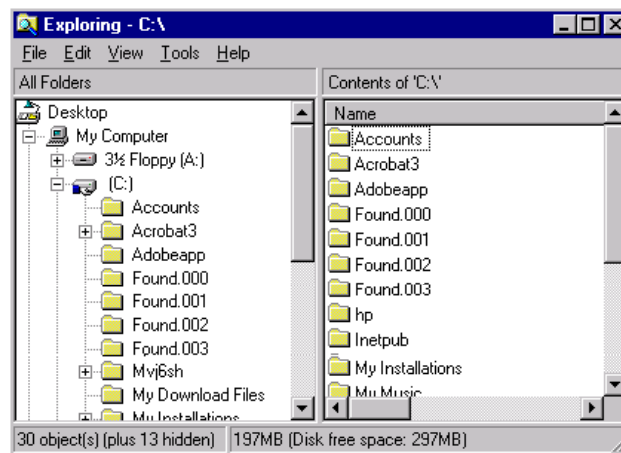
The step-by-step procedure for creating the migration folder is listed below:

1. Click the  button to view the Start menu.
2. Select Programs to view the Programs menu, depicted in Exhibit 1.



**Exhibit 1: Programs Menu**

3. Select Windows NT Explorer to view the Windows NT Explorer window shown in Exhibit 2.

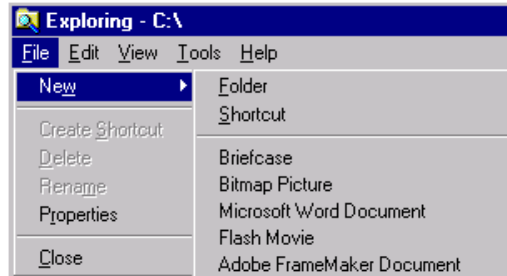


**Exhibit 2: Windows NT Explorer Window**


4. Click the C:\ drive icon to select the C:\ drive. The C:\ drive may also include a name, such as C: Drive Name, if it was given a label when it was formatted.



5. Select **File** from the Menu bar to view the File menu, and **New** to view the New menu shown in Exhibit 3.




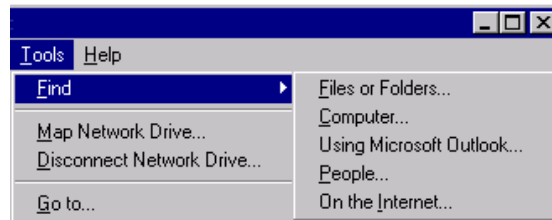
**Exhibit 3: File Menu and New Menu**

6. Select **Folder** to view a new folder  on the right side of the Windows Explorer window. By default, the folder is called **New Folder**, and the name is selected so the user can enter a new name.
7. Enter the name **MIGDATA** to replace the **New Folder** default name.
8. Click anywhere, except on the folder name just entered, to save the new folder name.
9. Double click the **MIGDATA** folder to open it.
10. Select **File** from the menu bar. The File menu appears.
11. Select **File** from the Menu bar, and select **New** from the File menu.
12. Select **Folder** to create a new folder on the right side of the Windows Explorer window. By default, the folder is called **New Folder**, and the name is highlighted so the user can enter a new name.
13. Enter your User ID. The user name you currently enter to log onto the network at your site.
14. Click anywhere except on the folder name you just typed. The folder name is changed.
15. Proceed to either Section 4.3, Finding Files on the Workstation, or Section 4.4, Moving Files/Folders to the Migration Folder.

### 3.3 FINDING FILES ON THE WORKSTATION

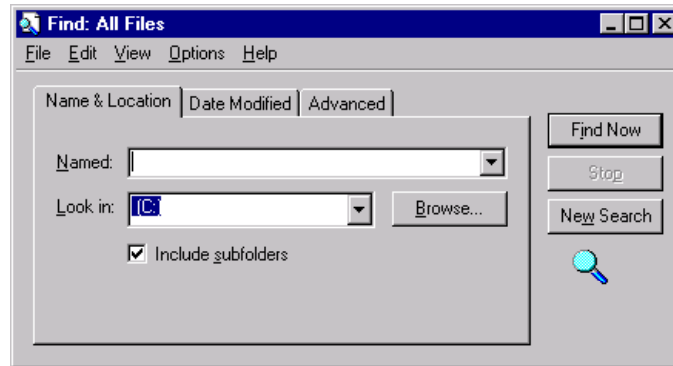
The step-by-step procedure for creating the migration folder is listed below:

1. Click the  to view the Start menu.
2. Select **Programs** to view the Programs menu.
3. Select **Windows NT Explorer** to view the Windows NT Explorer window.
4. Select **Tools** from the Menu bar to view the Tools menu and **Find** to view the Find menu shown in Exhibit 4.



**Exhibit 4: Tools Menu and Find Menu**

5. Select Files or Folders to view the Find: All Files dialog shown in Exhibit 5.



**Exhibit 5: Find: All Files Dialog**

6. To locate one file, enter the name of the file in the **Named:** field and skip to Step 8, or select one of the following options:
  - a. To locate numerous files, perform a wildcard search by using an asterisk (\*). For example, enter the following to find all MS Word files \*.doc and go to Step 8.
  - b. To search for files by date created or modified, perform the following steps:
    - i. Click the **Date Modified** tab.
    - ii. Select either **All Files to Find All Files** or **Find All Files Created Or Modified**, to specify a date range.
    - iii. Click the desired option button. The three options are explained below:

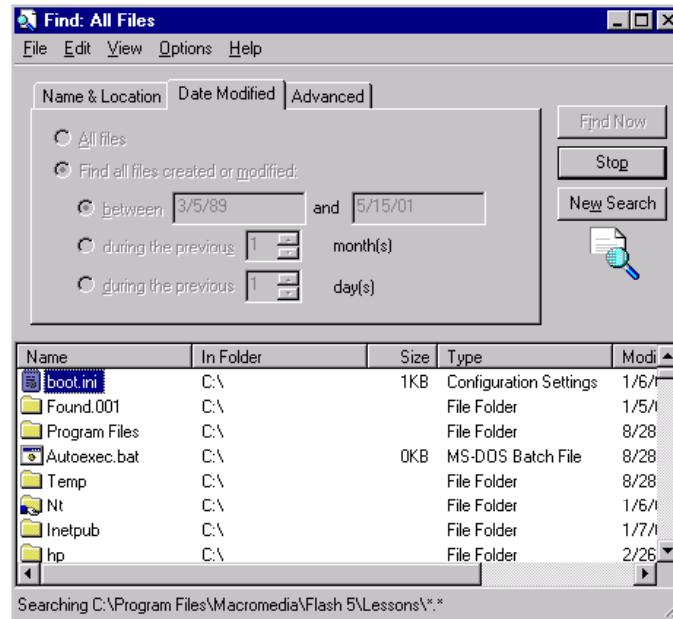
**Between:** Click this option to specify a date range. For example, click this option, and enter 1/3/89 in the first field and 5/15/01 in the second field. This prompts the system to locate all files created or modified between January 3, 1989, and May 15, 2001.

**During the Previous Month(s):** Click the up/down arrows to indicate the number of pervious months to search. For example, to view all files created or modified over the past 3 months, enter “3” in the field. In this example, all files created or modified from March to May are displayed, because the current month is May.

**During the Previous Day(s):** Click the up/down arrows to indicate the number of previous days to search. For example, to view all files created or modified in the past 3 days, enter “3” in the field. In this example, all files created or modified from

Wednesday to Friday of the current week would be displayed, because the current day is Friday.

7. Click the Find Now button. The results appear in the Find: All Files results window as shown in Exhibit 6.




**Exhibit 6: Find: All Files Results Window**

8. Move the files to the MIGDATA\user ID folder.

### 3.4 MOVING FILES/FOLDERS TO THE MIGRATION FOLDER

The procedure for moving files and/or subfolders to the migration folder is explained below. If the user has already located the files to be moved, go to Step 5.

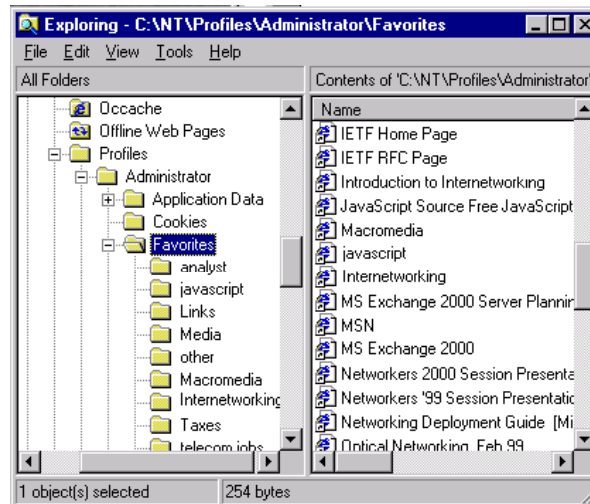
1. Click the  button to view the Start menu.
2. Select Programs to view the Programs menu.
3. Select Windows NT Explorer to view the Windows NT Explorer window.
4. Locate the files to be moved to the migration folder.
5. Click the file or folder to select it. To select more than one file or folder, press and hold the Ctrl key on your keyboard while clicking on each file or folder in the folder contents area on the right side of Windows Explorer. This works only on files in the same folder, or folders located on the same drive.
6. Select Edit from the Menu bar to view the Edit menu.
7. Select Cut to move the file from its current location.
8. Navigate to the C:\MIGDATA\user ID folder, and click the folder to open it.
9. Select Edit from the Menu bar.

10. Select **Paste** to paste the cut file in the C:\MIGDATA\user ID folder.

### 3.5 SAVING FAVORITES FROM INTERNET EXPLORER

Perform the following steps to save Favorites from the Internet Explorer folder:

1. Click the **Start** button to view the Start menu.
2. Select **Programs** to view the Programs menu.
3. Select **Windows NT Explorer** to view the Windows NT Explorer window.
4. Locate the **Favorites** folder as shown in Exhibit 7 for the profile the user employs when logging onto the workstation.



**Exhibit 7: Internet Explorer Favorites**

5. Click the **Favorites** folder to open it.
6. Select **Edit** from the Menu bar to view the Edit menu.
7. Select **All** to select all files in the folder.
8. Select **Edit** to view the Edit menu.
9. Select **Copy** to copy the files.
10. Navigate to the C:\MIGDATA\USER ID folder, and click the folder to open it.
11. Select **Edit** to view the Edit menu.
12. Select **Paste** to copy the files to C:\MIGDATA\user ID.

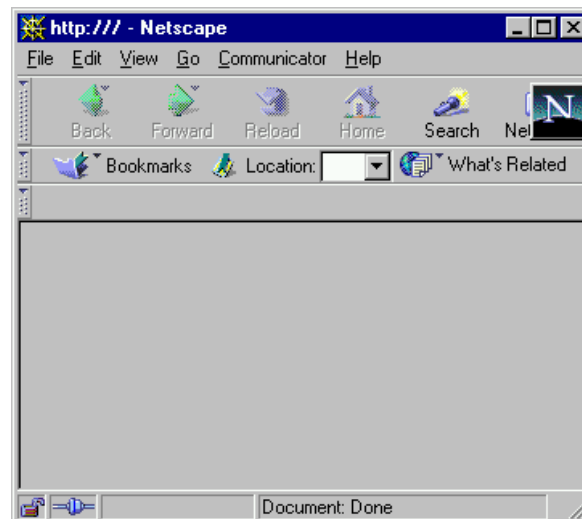
### 3.6 SAVING BOOKMARKS FROM NETSCAPE NAVIGATOR

Perform the following procedure to save **Bookmarks** from Netscape Navigator:



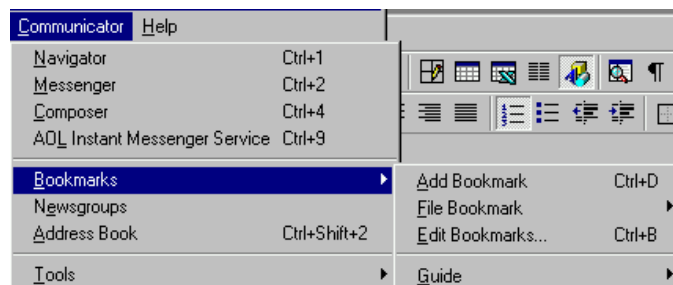
1. Double click the Netscape Communicator shortcut to view the Netscape Navigator window as depicted in Exhibit 8, or follow these steps:

- a. Click the **Start** button to view the Start menu.
- b. Select **Programs** to view the Programs menu.
- c. Select **Netscape Communicator** to view the Netscape Communicator icon.
- d. Select **Netscape Navigator** to view the Netscape Navigator window shown in Exhibit 8.



**Exhibit 8: Netscape Navigator Window**

2. Select **Communicator** to view the Communicator menu and **Bookmarks** to view the Bookmarks menu shown in Exhibit 9.



**Exhibit 9: Communicator Menu and Bookmarks Menu**

3. Select **Edit Bookmarks** to view the Edit Bookmarks window.
4. Select **File** to view the File menu.
5. Select **Save As** to view the Save As dialog.
6. Click the down arrow at the end of the **Save in** field to view the **Save in** drop down menu.
7. Navigate to the **C:\MIGDATA\USER ID** folder, and click to open it.
8. Select the default name, or enter a new name for the bookmarks file in the File name field.
9. Click the **Save** button to save the bookmarks to the file and location specified.

### **3.7 DELETING UNWANTED FILES**

To delete files the user does not want moved to the NMCI workstation, follow these steps:

1. Locate the file to be deleted in the Windows Explorer window.
2. Click the unwanted file to select it.
3. Press the **Delete** key to view the Confirm File Delete dialog.
4. Click the **Yes** button to close the dialog and send the unwanted file to the **Recycle Bin**.
5. Repeat the above steps to delete additional files.

### **3.8 EMPTYING THE RECYCLE BIN**

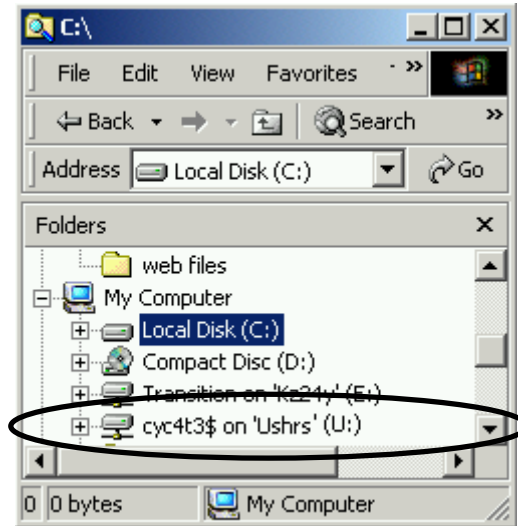
Deleted files are moved to the **Recycle Bin** on the hard drive. To delete the files permanently from the hard drive, the user must empty the **Recycle Bin**. To empty the **Recycle Bin**, follow these steps:

1. From the desktop, double-click the **Recycle Bin** icon to open the **Recycle Bin** window.
2. Select **File** to view the File menu.
3. Select **Empty Recycle Bin** to delete permanently all files in the **Recycle Bin** from the system.

### **3.9 RECORDING THE MAPPED NETWORK SHARED FOLDERS**

To document the **shared folders** accessible from the workstation, follow these steps:

1. Click the **Start** button to view the Start menu.
2. Select **Programs** to view the Programs menu.
3. Select **Accessories** to view the Accessories menu.
4. Select **Windows Explorer** to view the Windows Explorer window.
5. Locate the shared drives accessible from the workstation shown in Exhibit 10.



**Exhibit 10: Network Shared Drives**

6. Open a new document in MS Word.
7. In this new file, list all the **//servers/folders** information (where **servers** is the name of the **server**, and **folders** is the name of the folder you access). In the example shown in Exhibit 10, the E drive is mapped to the Transition folder on the Kz24y server and the U drive is mapped to the cyc4t3\$ folder on the Ushrs server.
8. Save this file to the C:\MIGDATA\user ID folder using the file name “Shared Drives”. This will preserve for migration day the list of network shared drives accessible from the current workstation. Each entry must include the name of the server and the folder.

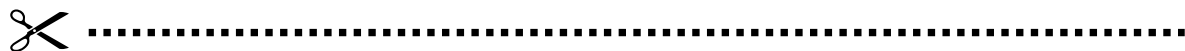
## 4. READINESS LABEL

The Readiness Label notifies the desktop installer that the existing workstation has been prepared for removal from the work area. Completing the Readiness Label confirms that the migration folder MIGDATA\user ID has been created and all necessary files on the workstation have been moved to this folder.

On the evening before migration day, sign and date the label provided in Exhibit 11. Tape the label to the existing workstation so the desktop installer can easily see it.



<h3 style="margin: 0;">Readiness Label</h3> <p><b>Name (Printed)</b> _____</p> <p>By signing this label I am indicating the following:</p> <p>I have backed up all necessary files on my workstation and have placed them in a folder, on my C:\ (hard) drive called: <b>MIGDATA\user ID</b></p> <p>I am ready for my workstation to be replaced with an NMCI workstation.</p> <p><b>Name (Signed)</b> _____</p> <p><b>Date</b> _____</p>
---



Cut Here

**Exhibit 11: Readiness Label**



## **APPENDIX A: GLOSSARY**

Term	Description
Bookmarks	A menu option on Netscape Navigator that lets users access an organized list of website addresses that the user saves when visiting sites. Once the link is saved, the user can open the Bookmarks menu and click the website title that corresponds with the page he/she wants to visit.
Favorites	A menu option on Internet Explorer that gives users access to an organized list of website addresses that the user saves when visiting sites. Once the link is saved, the user can open the Favorites menu and click the website title that corresponds to the page to be visited.
Mainframe	A large computer capable of responding to thousands of user requests at the same time. A mainframe acts as a server.
Mapped Network Drive	Workstations connected to a server can view the files/folders on a server. If a folder on a server contains information accessed consistently, the user may want to map the network drive to the system. When a network drive is mapped, the user assigns the folder a letter on the workstation. The folder and domain name appear (with the assigned letter) in the My Computer window under the My Computer icon in Windows Explorer.
Operating System	The most important program on a computer. After initially being loaded into the computer, the OS manages all of the other software programs running on a computer. The software programs send requests for services to the OS through a defined application program interface (API). For example, when you use a keyboard to enter information while in a software program such as WordPerfect, Word, etc., the software program interacts with the OS to display the text entered.
Peripherals	An external item of equipment attached to a workstation such as: printers, disk drives, display monitors, keyboards, and mice.
Public Shared Folder	A folder on a server made available to users on the same network.
Server	A computer that stores files and provides services to multiple users. For example, a printer can be connected to the computer that will act as a server. The users connected to the computer (or server) can then print documents from their workstations by using the server.
User ID	The name the user currently enters to log onto the site network. For example, if jsmith is entered as the name to log onto the network, jsmith is the user ID.
Web Browser	A software application used to view web pages (usually over the Internet). Popular web browsers include Microsoft Internet Explorer and Netscape Navigator.
Workstation Migration	The process used to remove an existing workstation from a work area and replace it with a workstation that meets established guidelines and rules. In the NMCI environment, for example, the user's existing workstation is being replaced with a Dell workstation that has a predetermined list of software installed on it.